

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
REGION VII
726 MINNESOTA AVENUE
KANSAS CITY, KANSAS 66101

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DATE August 23, 1989

SUBJECT Scope of Work for PRP Search
Big River Mine Tailings - Desloge
St Francois County, Missouri

FROM Mark Bogina, Project Manager
Remedial Section, Superfund Branch

TO TES IX Contractor

8/1/89

DC

Purpose

The purpose of this scope of work is to define the nature of work to be completed by the contractor in support of EPA's search for potentially responsible parties (PRP's) at the Big River Mine Tailings - Desloge Superfund site

Contents

A BACKGROUND INFORMATION

- Project Personnel
- Site History

B BIG RIVER MINE TAILINGS - DESLOGE PRP SEARCH TASK SUMMARIES

- Task 1 - Obtain Clearance
- Task 2 - File Organization
- Task 3 - File Maintenance
- Task 4 - Title Search
- Task 5 - Sources of Information
- Task 6 - Mailings
- Task 7 - Deliverables

C DIRECTIONS TO COMPLETE BIG RIVER MINE TAILINGS - DESLOGE PRP SEARCH

- Task 1 - Obtain Clearance
- Task 2 - File Organization

- 2 1 - Obtain Documents
- 2 2 - Create Files

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SUPERFUND RECORDS

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Task 3 - File Maintenance

- 3 1 - Update Files

Task 4 - Title Search

- 4 1 - Perform Title Search
- 4 2 - Summarize Information

Task 5 - Sources of Information

- 5 1 - Information Search
- 5 2 - Information Available From Above Sources
- 5 3 - Directions to Use Sources of Information

Task 6 - Mailings

Task 7 - Deliverables

- 7 1 - Requirements
- 7 2 - Adherence Schedule
- 7 3 - Travel
- 7 4 - Estimate of Technical Hours Required

A BACKGROUND INFORMATION

Project Personnel

Mark Bogina*
Remedial Project Manager
(913) 236-2856

*Primary Contact, Contractor shall receive direction from the EPA Project Manager only Should the EPA Project Manager change, EPA has the responsibility of notifying the contractor

SITE HISTORY

Lead bearing tailings from mining operations were deposited at a 500-acre site along the Big River near Desloge, Missouri, from 1929 through 1958 The tailings were transported via slurry pipelines from a nearby smelter and are piled to depths up to 100 feet inside a horseshoe bend of the Big River

In 1972, the property enclosing the site was donated to St Francois County The county in turn donated the land to the St Francois County Environmental Corporation, a non-profit organization for the purpose of establishing a sanitary landfill on the site Landfill operations began in 1973

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Amend '00

B BIG RIVER MINE TAILINGS - DESLOGE PRP SEARCH TASK SUMMARIES

Task 1 - Obtain Clearance

In order to review RCRA/CERCLA confidential business information (CBI), the contractor must assure the project manager, in writing, that they are cleared to review this information

Task 2 - File Organization

Contractor shall use the recently developed regional file structure to establish the PRP files

Task 3 - File Maintenance

Due to the anticipated influx of new correspondence and documents, the project files must be kept updated by the contractor. Contractor shall maintain a duplicate set at their offices, these files shall be locked at all times

Task 4 - Title Search

The objective of this task is to identify past and present site owners. Other PRPs connected with the site may also be identified during a title search if their roles appear in recorded documents. Specific results of the title search include summaries of transactions involving the site property, identities of PRPs, and certified copies of title documents. From this information the present and past owners of the property, and often lease agreements with site operators, can be identified. Other information should include how the site property was used during various periods of time. A title search may also be conducted for parcels adjacent to the site. This may provide names of people who are familiar with past or present site activities, these people can then be contacted and interviewed. A title search for adjacent parcels may also provide information about other activities in the area that may have contributed to contamination at the site.

Task 5 - Sources of Information

The objective of this task is to document all sources of information used in the PRP search process and to insure that maximum use is made of available sources.

Task 6 - Mailings

Under this task, preparation for mailing of a notice letter provided by EPA to all viable PRPs will be completed.

TES IX
C07011
Amend' 00

Task 7 - Deliverables

A list of deliverables and schedule for submittal is set forth under this task

C DIRECTIONS TO COMPLETE BIG RIVER MINE TAILINGS - DESLOGE PRP SEARCH

Task 2 - File Organization

Estimate LOE usage of 20 hours

Task 2 1 - Obtain Documents

Obtain all documents in EPA's possession which pertain to PRP's, including any additional documents specified by the EPA Project Manager

a) - Sources

Local Public Library
Missouri Department of Natural Resources
Local police, fire, health officials (as directed)

b) - Numbering

All documents will be Bates stamped

Task 2 2 - Create Files

Establish files according to Regional File Structure Each file must have affixed to it a typewritten label bearing the company name Contractor to supply all labels, files, hanging folders, etc

Task 3 - File Maintenance

Estimated LOE usage of 20 hours

When EPA conducts mailings and anticipates responses, or receives new information, the contractor is charged with file maintenance to assure that all EPA correspondence, subsequent responses, and new evidence are chronologically filed in the appropriate correspondence section of the company file

Task 3 1 - Update Files

Contractor shall make duplicates of all correspondence for their own use and provide all originals to EPA The originals shall be filed at EPA's Region VII office by the contractor

TES IX
C07011,
Amend '00

Task 4 - Title Search

Estimated LOE usage of 60 hours

Task 4 1 - Perform Title Search

Before beginning the actual title search, the researcher will need to obtain information on the site location and description, and specific EPA requirements for the title search. For this task, the researcher may be the contractor or a title company subcontracted by the contractor. Specifically, the researcher should

1 Contact the U S Environmental Protection Agency's (EPA) site remedial project manager to obtain project specifics

2 Identify and describe mining companies and other PRPs that mined, milled and/or smelted in that part of the lead belt of St. Francois County, Missouri, and those that operated within the Big River Tailings site near Desloge. The two lists with discussion should be provided in separate sections of the final report.

3 Conduct corporate status research to identify those companies which are still in existence. This will include a review of the companies' liabilities transferred, such as the transfer of a company to another, for those companies which remain in existence.

4 In order to obtain additional evidence linking specific mining companies to mining activities onsite, title documents should be obtained from St. Francois County property records for the land encompassed by the Big River Mine Tailings site. These documents would include leases, deeds, etc.

Task 4 2 - Summarize Information

Prepare a reference list of all recorded documents, including their location (book number, page number). Recorded documents may include

- Deeds
- Leases
- Grants
- Mortgages/liens
- Easements
- Agreements
- Legal property descriptions

TES IX
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Task 5 - Sources of Information

Estimated LOE usage of 20 hours

Task 5 1 - Information Search

These information sources should be searched "top down " At least two sources should corroborate

Local/Long Distance Telephone Directory
Libraries
Secretary of State's Office

Post Office
Local Chamber of Commerce
City/County Clerk or Records Office
Tax Assessors Office

Task 5 2 - Information Available From Above Sources

10 K Reports
Addresses
Articles of Incorporation
Mergers
Registered Agents
Articles of Dissolution
Name Changes
Annual Reports
Moody's Manual of Investments
Standard & Poor's Corporate Descriptions
The Thomas Register of Manufacturers
Trade Journals
Local Industrial Directories
Income Tax Payments
Death Certificates

Task 5 3 - Directions to Use Sources of Information

a) - Directory Assistance

As a result of previous tasks the contractor should have identified the towns where several of the PRP's did business, directory assistance should provide phone numbers where companies can be contacted

b) - Libraries

Public Library, Micro Text Department and Business Libraries may be utilized for address search if these are the most cost effective search locations Micro Text Department have

microfiche of old yellow page phone directories dating back to the seventies in most cases Business Library resources which may be utilized include the following

Annual Reports, Moody's Manual of Investments, Standard and Poor's, Thomas Register, Trade Journals, Who Owns Who, the Directory of Corporate Affiliations and the directory of directories

c) - Secretary of State's Office

If necessary obtain Articles of Incorporation, Mergers, Registered Agents, Articles of Dissolution, and Name Changes

d) - Post office

Conduct a forwarding address search, if necessary, at local U S Post Office

e) - Chamber of Commerce

f) - Clerk

Contact clerks for information and suggestions for additional information

g) - Local Tax Assessors Office

Search local town records to obtain PRP addresses Contact Assessors office to obtain this information

Task 6 - Mailings

Estimated LOE usage of 10 hours

Upon receipt of a model notice letter from the EPA Project Manager, the contractor shall prepare an appropriate number of copies with corresponding PRP addresses In addition, certified mail stubs, addresses, labels, postage, EPA Division Directors signature stamp, and the actual mailing shall be coordinated with the EPA Project Manager Mass production not to proceed until written approval is obtained

Task 7 - Deliverables

Task 7 1 - Requirements

Estimated LOE usage of 390 hours

The following deliverables will be required under this work assignment Each deliverable will be submitted as draft and will be revised according to EPA comment (if necessary) All EPA written comments not addressed in an appropriate revision to the

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Amend '00

draft document must be itemized along with reasons for non-inclusion in a letter to the EPA Project Manager. Documents will only be considered final when the EPA Project Manager submits a letter to the contractor stating so. All draft documents must be stamped appropriately. The EPA Project Manager must receive 3 copies of each report submittal.

The period of performance for this project shall extend to May 31, 1990, however, submittal due dates for deliverable are specified below under Task 7.2. Specific deliverables include:

1 Regular briefings should be held with the EPA remedial project manager on a weekly basis. These briefings will be at a minimum by telephone and should provide an update of recent efforts, hours expended, etc.

2 An interim summary report following the completion of Task 3 above should be prepared and submitted by December 15, 1989. The report should summarize the work conducted, the identity of existing mining companies, the identity of companies rejected from further review and the rationale for such rejection to date.

3 A final report must be submitted on a date to be determined subsequent to Del. 2 summarizing all activities conducted and the conclusions. The report should be a complete compilation of all documents obtained during the stated effort, including appropriate attachments as appendices.

4 Formal written notice should be sent to the EPA remedial project manager when 75 percent of budget is expended.

Task 7.2 - Adherence Schedule

1	Due date of Draft Work Plan	Day 120
2	Contractor attends kick off meeting to discuss SOW	Day 22
3	Contractor submits Final Work Plan	Day 140
4	Contractor performs	
	Task 1	Day 10 30
	Task 2	Day 15 35
	Task 3	Day 30 50
	Task 4	Day 40 60
	Task 5	Day 50 70
5	Interim Report (Draft)	Day 60 80
6	Mid project planning meeting	Day 70 90

TES IX
Cc 7011
Amend'00

7 Final Report

(Draft)
(Final)

Day 90/110
Day ~~120~~/140

Task 7 3 - Travel

1 Two trips to St Francois County, Missouri, to research records on file

2 Three trips to Kansas City, Kansas, to meet with EPA remedial project manager

Task 7 4 - Estimate of Technical Hours Required

This work assignment will not exceed 545 LOE There should be 25 LOE included for administrative costs associated with closeout